

Dear Teacher/Survey Administrator:

Our school district has agreed to help with an important study being administered by the Nebraska Health and Human Services System and the Nebraska Department of Education. The purpose of this study is to gather information needed to plan prevention and intervention programs to combat such problems as alcohol and other drug use and violence in our schools and communities. It will also help us judge the effectiveness of our current prevention and intervention efforts.

On _____, students in your school in the following grades will be asked to complete a student survey:

☐ 6th ☐ 8th ☐ 10th ☐ 12th

We are asking for your help in administering this important study, which will take place during your class period.

Enclosed with this letter are instructions for administering the survey to your class.

Thank you in advance for your valuable assistance on this project!

Sincerely,

Cc:

Teacher Instructions

Prior to class

1. A box or envelope containing the survey materials will be provided to you prior to the scheduled class period.
2. Please verify that you have an alternate activity ready for students who refuse to participate in the survey.
3. Please verify that your class seating is arranged so that others cannot see a student's answers to the survey questions.
4. **VERY IMPORTANT!!** Write the (18 digit) codes listed below on the chalkboard:

During Class

1. A verbatim script called "Class Instructions" follows. These instructions should be carefully and clearly read to your students at the beginning of the class period.
2. Allow students a full period to complete the survey without feeling rushed.
3. Please remain seated at the front of the classroom while the students are completing the survey. It is important that the students feel comfortable that no one will see their answers to the survey questions.
4. It is important that students use pencils (No. 2) because the surveys will be scanned to retrieve the information.
5. Students should work quietly at their desk when they are finished with the survey.
6. At the end of the class, you will pass around an envelope and ask students to place their completed survey inside. You should instruct the last person in class to seal the envelope before returning it to you.
7. Please complete the Survey Summary Form and attach to the front of the envelope.

After Class

1. Please return all used and unused survey materials to your school's survey coordinator after the class period. It is important that these materials are stored in a safe location to protect the students.

Class Instructions

[Read to the Class:]

Today, we will be completing the Nebraska Risk and Protective Factor Student Survey. The purpose of this study is to learn how students in our school feel about their community, family, peers, and school. The survey also asks what students think about different health behaviors.

I'm going to read some instructions to you about completing the survey. Please listen carefully.

DO NOT write your name on the survey booklet. Because the survey booklet does not have your name or any other identifying information on it, no one will know how you answer any of the questions. You should read each question in the survey booklet and fill in the circle for your answer.

At the end of class, I will pass around an envelope and ask you to place your completed survey booklet inside. The last person in class will seal this envelope before returning it to me.

The survey is voluntary. If you come to any question in the survey that you do not want to answer, you can leave it blank and move to the next questions. If you do not wish to participate in the survey, please raise your hand now.

[IF STUDENT(S) REFUSE TO PARTICIPATE, INSTRUCT HIM OR HER ON AN ALTERNATE ACTIVITY]

Please answer every question as honestly as you can so that the information that comes from these surveys is correct and useful.

The survey should take about 30 minutes. When you are finished, please remain at your desk and read or work quietly until the end of class. If at any time during the survey you have a question, raise your hand. For those of you who are still working, I will let you know when it's time to stop. If you don't finish the entire questionnaire, that's okay.

[PASS OUT BOOKLETS]

This is not a test, so there are no right or wrong answers.

All of the questions should be answered by filling in one of the answer spaces. If you don't always find an answer that fits exactly, use the one that comes closest. If any question does not apply to you, or you are not sure what it means, just leave it blank.

Several questions have more than one "yes" and "no" response choices. Please note that a big "YES" means that you completely agree, a little "yes" means you agree somewhat, a little "no" means you disagree more than you agree, and a big "NO" means you completely disagree.

Your answers will be read automatically by a machine called an optical mark reader.

- Only use a black lead pencil.
- Make heavy black marks inside the circle.
- Fill in each circle completely.
- Cleanly erase any answer you wish to change.
- Do not make any other marks or comments on your questionnaire.

Begin by filling in the codes on the front of the survey booklet as they are written on the chalkboard. The first nine digits should be entered in the school code box. The next six digits should be entered in the school district box. The next 2 digits should be entered in the county box. The last digit should be entered into the BH Region box.

[AT THE END OF CLASS, SAY:]

The class period is over now. If you have not finished the survey, please stop where you are now and close the survey booklet. I'm passing around an envelope now. Please put your completed survey inside the envelope and pass it to the next person. Will the last person seal the envelope and return it to me.

On behalf of the school and the State of Nebraska, I would like to thank you for your participation in this important study.

Survey Summary Form

*** IMPORTANT ***

The following information is critical to establish the validity of this study. Please complete the following information and attach to the envelope containing the completed surveys:

School Number (code): _____

District: _____

School: _____

School Contact Name: _____

Teacher Name: _____

Survey Date: _____

Grade Level: _____

Number of Students in the Class: _____

Number of Students Absent: _____

Number of Students Refused: _____

Number of Parent Refused: _____

Number Completed: _____

Thank you for your help.

Please attach this sheet to the sealed envelope and return the packet to your school coordinator immediately following the completion of the survey.
